



## Legal Administrative Assistant

### Description

We are looking for a Legal Assistant for our law office dealing with Real Estate, Family and Immigration transactions. Prepare and key-in correspondence and legal documents, such as deeds, wills, affidavits and briefs, from handwritten copy, shorthand and machine dictation using computers. Review and proofread documents and correspondence to ensure compliance with legal procedures and grammatical usage. Schedule appointments, meetings and conferences for employers. Set up and maintain filing systems, utilizing knowledge of legal records and procedures and frequently controlling confidential materials and documents. Setting up and maintaining manual and computerized information filing systems.

### Qualification

Completion of Secondary School, College diploma of less than one year or apprenticeship training of less than 2 years or more than six months on-the-job training

Computer Knowledge: MS Word, PCLaw in the Cloud, MS Office, Electronic mail, MS Access, MS Excel, MS Outlook, MS PowerPoint, MS Windows, Adobe Acrobat Reader

### Closing Date

November 4, 2025

### Categories

Education, Law and Social, Community and Government Services

### Employer

A.S. Law Office Corp.

### Location

Inkster

### Address

1785 Main St Winnipeg, R2V 1Z9

### Job Type

Full-time

### Education Level

Other

### Wage

\$30.00 - \$30.00

Must have at least 6 months of the most recent, verifiable work experience

## **Email**

presidentaslawoff@gmail.com

## **Phone**

(204) 698-5454